

Requirements Comparison for Non-IT Goods Competitive Solicitations

	Item	Informal Solicitations Valued at \$25,000 and Under	Formal Solicitations Valued at Over \$25,000
1.	Non-Competitively Bid Contract	\$25,000 or less	Not allowed.
2.	Advertise in the California State Contracts Register	Not required, but recommended for appropriate transactions	Required.
3.	Bidder Instructions (GSPD-451)	Required for written solicitations \$5,000 and over	Required.
4.	General Provisions (GSPD-401)	Required for transactions \$5,000 and over Recommended for transactions under \$5,000	Required.
5.	Posting of the solicitation	Not required	A copy of the solicitation must be posted in a public place when issued and must remain posted until 7 days after award is made.
6.	Required number of bids that must be received	Responsive bids from at least two responsible suppliers, unless advertised.	One, with verification in accordance with the requirements and recommended practices in Chapter 4.
7.	Solicitation Method	Oral or written	Must be written, using the Invitation for Bid format with sealed bids required to be submitted
8.	Bid due date	Upon oral contact or shortly thereafter; as specified in the written solicitation	Specific time and place as specified in the written solicitation. Bids received after the bid submission date and time may not be considered (non-responsive).
9.	Confidentiality of bids	Held in confidence until the purchase document is executed.	Confidential until public bid opening and reading of cost and evaluation of requirements.
10.	Public bid opening	Not required	All bids shall be publicly opened and read on the date and at the time designated in the solicitation.
11.	Notification of award to other than low bidder	Not required, however, procurement file must be appropriately documented.	Notify the lowest bidder(s) 24-hours prior to award.
12.	Posting of the notice of intent to award	Not required.	Must be posted 24-hours prior to award, if requested by a bidder.
13.	Public inspection	Not required.	Department must make solicitation files available once bids are opened.
14.	Protests of award	Not required.	Department must allow for a protest period that allows any bidder to protest the award.
15.	Payment by CAL-Card	Allowed if included in the procurement agreement document.	Allowed if included in the procurement agreement document.
16.	Small business preference (Solicitation is <u>not</u> conducted as an SB/DVBE Option pursuant to GC 14838.5)	Required.	Required.
17.	Target Area Contract Preference Act (TACPA)	Not Required	Required for solicitations valued at \$100,000.00 and over. Recommended for solicitations valued at \$85,000.00 and over.
18.	Enterprise Zone Act (EZA)	Not Required	Required for solicitations valued at \$100,000.00 and over. Recommended for solicitations valued at \$85,000.00 and over.
19.	Local Agency Military Base Recovery Act (LAMBRA)	Not Required	Required for solicitations valued at \$100,000.00 and over. Recommended for solicitations valued at \$85,000.00 and over.
20.	Combined Preferences	Not Required	The total of all preferences combined may not exceed \$100,000.00.
21.	Verification of whether supplier is an air or water polluter	Does not apply	Required.
22.	GS \$Mart® Lease \$Mart®	Does not apply	Optional when the transaction is valued at \$100,000.00 and over.